

PROPOSAL SUMMARY

Virginia Department of Social Services; 801 East Main Street; Richmond, Virginia 23219-2901

Sub-grant Program:		Community & Volunteer Services(CVS) <i>Strengthening Families Initiative (SFI)</i>	
Applicant Name:			
Mailing Address: Physical Location: (if different from mailing address)			
Project Title:			
Project Focus Areas: (check all that apply)		<input type="checkbox"/> Responsible Fatherhood <input type="checkbox"/> Responsible Parenting <input type="checkbox"/> Healthy Marriage/Relationships <input type="checkbox"/> Youth Projects	
Proposed number to be served by project:		<input type="checkbox"/> Families with children (ages 0 – 12) <input type="checkbox"/> Families with youth (ages 13 – 19) <input type="checkbox"/> Non-resident Parents (e.g., noncustodial fathers) <input type="checkbox"/> Custodial Parents (e.g., mothers)	
Sub-grant Period:		October 1, 2011 – September 30, 2012	
Type of Proposal / Application:		<input type="checkbox"/> New <input type="checkbox"/> Expanded	
Primary Contact		Project Administrator	
Finance Officer			
Name:			
Title:			
Address:			
Phone:			
Fax:			
E-mail:			
Signatures: (Required)			
Proposal Budget Summary			
VDSS Funds Requested		Match (15.5%)	
Grand Total			
\$		\$	

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APPLICANT:	
SERVICE AREA:	
FOCUS AREA(S):	
Key Community Factors Driving the Project and Services: <i>(Include the date of the community needs assessment documenting the need).</i>	
Target Population(s):	
Specific services to be offered:	
Goal(s) for each specific service:	
Objective(s) for each goal:	

Note:

1. List at least one goal for each service
2. List at least one objective for each goal.
3. Identify one or more outcomes for the proposed project or program.
4. Please place and number the goals, objectives and outcomes in the sections provided.
5. Complete the attached Proposal Work Plan template and include the performance measurements to be used.
6. Continue the required information on another page if necessary.

Definitions for use when completing Attachment A – Proposal Summary
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Authorized Organization Representatives: Since the management structure of each applicant's organization is unique, the following are the general guidelines and definitions to use when completing the Proposal Summary:

1. **The Primary Contact** is generally the person responsible for the overall grant administration and compliance with grant guidelines; could be the designated Project Director, organization's Executive Director, CEO, etc. Having the Director sign off on the financial and project progress reports would be appropriate, but may not be practical in some organizations. The Director should be kept up to date on both the financial and project progress since this is the person VDSS holds accountable for the grant.
2. **The Project Administrator** is responsible for the day-to-day management and implementation of the grant project; this person may actually run the project or may supervise a project assistant or coordinator who is doing the hands-on work. If the Project Administrator prepares the Quarterly Progress Report, then the Director should be the one to review and sign the report. If a project assistant or coordinator prepares the report, then it would be appropriate to have the Project Administrator (or Director) review and sign the report.
3. **Finance Officer** is the organization's designated financial officer or grants officer who is responsible for tracking grant expenses and ensuring financial compliance with the grant guidelines. Generally, the designated Finance Officer should be the one to approve the "Quarterly Finance Report and Reimbursement Invoice" even if the preparation of the report is delegated to another staff member within the Finance Office. The Finance Report form requests the name and phone number of the person preparing the report in case there are questions about the expenses or supporting documentation submitted.